

JUL 02 2013



TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI

CIVIL COURTS BUILDING
10 N. TUCKER BLVD.
ST. LOUIS, MISSOURI 63101



HH
KH
LR Ad Hoc
E-File Bindel
Original - Admin Order
File

PHILIP D. HEAGNEY
CIRCUIT JUDGE

BERNADINE DORSEY
COURT REPORTER
JEANNIE BARTON
JUDICIAL ASSISTANT

July 1, 2013

FIRST AMENDED ADMINISTRATIVE ORDER



In Regard to: **Court's Adoption of E-Filing**

Conversion to E-Filing System. Pursuant to Court Operating Rule 27.01, the Missouri Court Automation Committee has determined that, **effective July 8, 2013**, the following documents, with the exception of those filed by self-represented (pro se) parties, shall be filed electronically in the 22nd Judicial Circuit (St. Louis City Circuit Court):

1. All filed papers (i.e., papers filed for cases opened on or after 7/8/13 and papers filed for cases opened prior to 7/8/13) including, but not limited to, pleadings, motions, notices, memoranda of law and proposed orders.
2. These requirements apply to every type of case opened or pending in any division of the St. Louis City Circuit Court as of July 8, 2013.
3. Exceptions:
 - a. E-Filing shall not apply to the Municipal Division of the St. Louis City Circuit Court until further order of the Court.
 - b. E-Filing shall not apply to initial pleadings in criminal cases (i.e., complaints, informations and indictments) until further order of the Court.
 - c. See Sections below concerning Papers Prepared in Courtroom and concerning Handling of Exhibits.

Attorneys Must Register for e-Filing and Must Enter Appearance in All New

Cases. As a result of this conversion to e-filing, beginning July 8, 2013, all attorneys who wish to practice in the St. Louis City Circuit Court must first register with the Missouri Supreme Court as users of the e-filing system. Missouri Supreme Court Operating Rule 27.03 sets out the procedures for registration.

Any attorney who has not registered with the Missouri Supreme Court as a user of the e-filing system will not be permitted to file any new case on or after July 8, 2013, and will not be permitted to enter his or her appearance in any case on or after July 8, 2013. The Court notes that, on and after July 8, 2013, an attorney who is not registered with the Missouri Supreme Court as a user of the e-filing system will be unable to participate in the St. Louis City Circuit Court's e-filing system and will be unable to receive documents e-filed with the Court.

As to each case filed on or after July 8, 2013, each participating attorney, other than the attorney who files the lawsuit, must file a separate written entry of appearance in order to be registered as an attorney in the case and in order to be included in e-filing communication for the case.

Papers Prepared in Courtroom. While in the courtroom, judges and attorneys may prepare written materials in connection with trials or hearings or other proceedings. The courtroom clerk shall scan these documents so that they are converted into electronic format and entered into the e-filing system.

Handling of Exhibits. Attorneys regularly use exhibits of various kinds as attachments to pleadings and motions, in connection with the production of records

during discovery and in connection with the presentation of evidence at a trial, hearing or other proceeding in a courtroom.

Exhibits attached to pleadings and motions shall be filed electronically as provided for in Rule 103.05 of the Missouri Rules of Civil Procedure.

Records produced during discovery (for example, records filed as business records pursuant to Section 490.692 of the Revised Statutes of Missouri) shall be provided in any acceptable form (see Rule 43.01 of the Missouri Rules of Civil Procedure) to all opposing parties or their attorneys with a certificate of service e-filed pursuant to Local Rule 32.8.

Exhibits used during trial or during any other courtroom proceeding shall be retained and preserved by the attorney or party who presented them, unless otherwise ordered by the Court.

Treatment of Court Files Existing Prior to July 8, 2013. The Circuit Clerk's Office shall convert most, if not all, of the Court's open paper files created prior to July 8, 2013, to electronic files. The Circuit Clerk shall have the option, in the exercise of her or his sound discretion, to allow some files opened prior to July 8, 2013, to remain in paper format only (or to be maintained partially in paper format and partially in electronic format) based on the particular circumstances of each such case.

Compliance with Other Applicable E-Filing Rules. The Circuit Clerk shall follow all requirements set out in Rule 103 of the Missouri Rules of Civil Procedure, in Court Operating Rule 27 and in any applicable Local Rules of the 22nd Judicial Circuit concerning the establishment and maintenance of electronic files and of the Court's e-filing system.

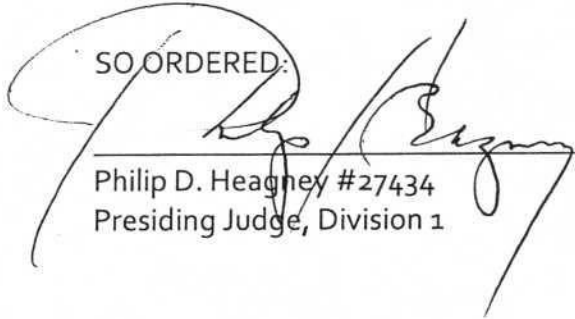
Notice to and Cooperation with Attorneys and the Public. The Circuit Clerk, working with the Court's Public Information Officer, shall notify St. Louis area bar associations of this order and shall also notify any other organizations whom the Circuit Clerk or the Public Information Officer deems appropriate (for example, the Circuit Attorney's Office, the Public Defender's Office, Legal Services of Eastern Missouri, other groups that assist persons with cases in court, area law schools and similar organizations).

Especially during the period two months before July 8, 2013, and for a period of time immediately after July 8, 2013, the Circuit Clerk shall take all reasonable steps necessary to assist lawyers and others with the Court's transfer to the e-filing system and with the filing of individual documents in the e-filing system.

Partnership with Office of State Courts Administrator. The Circuit Clerk, or her or his designee, shall report any problems with the Court's conversion to e-filing to the Help Desk of the Office of State Courts Administrator (OSCA).

July 1, 2013

SO ORDERED:


Philip D. Heagney #27434
Presiding Judge, Division 1

Cc: All Judges

All Commissioners

Jane Schweitzer, Circuit Clerk

James Murphy, Sheriff

Helen Haskins, Court Administrator

Joanne Martin, Jury Supervisor

Matthew Murphy, Public Information Officer

Chuck Crofts, Court Information Systems

Douglas Pedersen, Legal Staff

Gerard Nester, Public Administrator

Yvonne Edwards, Pre-Trial Release Commissioner

Jennifer Joyce, Circuit Attorney

Mary Fox, Public Defender

Gregory Linhares, Office of State Courts Administrator